Job Title: Senior Utility Technician

Department: Environmental Services

Immediate

Supervisor: Operations Supervisor

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	808
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

Directs the work of employees engaged in the operation, maintenance, cleaning, inspection, preventative maintenance, repair, and construction of the City's Water and Wastewater infrastructure. Prepares investigative reports of accidents and injuries. Schedules and provides direction to staff. Provides input on performance evaluations of staff. Handles personnel issues, conducts research as necessary, performs project management, trains new and existing staff, maintains control of inventory, and acts as safety coordinator for the division. Interprets and explains departmental policies, procedures, and programs to customers. Participates in supplemental budget recommendations and projections. Actively and effectively participates in professional development by attending training opportunities, classes, correspondence courses, seminars, and conferences.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS – Water Distribution			
1	M	Acts as the lead operator for the activities of operations, maintenance, construction, and repair of equipment and infrastructure for the water distribution systems and/or facilities.			
2	Н	Maintains preventative maintenance schedules and programs in accordance with manufacturer's recommendations and recognized industry standards for all water distribution related maintenance.			
3	M	Oversees employees work activities at work sites by directing and monitoring the work crews and assigning work duties as needed.			
4	M	Responds to emergency issues to ensure proper remedial action is taken, solutions are implemented, and all reporting is completed.			
5	L	Provides feedback for the development, implementation, and revision of operational and safety policies, and ensures they are being followed.			
6	M	Performs administrative duties such providing input on employee appraisals; email communication; inventory control; conducting research; reading construction plans/as builts; red lining/modifying quarter section maps; developing electronic maps; investigating and resolving customer complaints; scheduling activities.			
7	L	Provides input to management for employee hiring and disciplinary action. Coordinates staff professional development and technical training.			

	Physical Strength Code ESSENTIAL FUNCTIONS – Water Distribution					
8	M	Updates management on daily operations; important developments;', short and long range goals; work activities; employee performance, coaching and training.				
9	L	Procures items and services as necessary within the division following established Department policies and Procurement Regulations.				
10	M	Maintains a schedule for vacations, stand by, weekend/holiday coverage, and emergency call out.				
11	Н	Assumes the responsibilities of the Division Supervisor as assigned during his absence.				
12	M	Schedules and coordinates all customer service visits that pertain to leaking or damaged fire hydrants, valves, service lines, meters, and water mains, high and low pressure complaints, high consumption calls, requests for turn on and turn off, and other water related customer concerns. Establishes meter reading routes. Schedules and coordinates monthly meter reads, non-reads, disconnects for non-payment, and meter installs for residential, commercial, and construction purposes.				
13	M	Schedules and coordinates preventative and corrective maintenance on all potable and non-potable water infrastructures to include the repair and replacement of fire hydrants, valves, service lines, meters, transmission and distribution mains, and any associated appurtenances.				
14	L	Maintains, manages, and updates Blue Stake requests and service area maps for all sewer, potable, and non-potable water, fiber optic and traffic signal infrastructure located in the City's and the water service area.				
15	S	Participates on Department committees as assigned.				
16	L	Schedules and coordinates the preventative and corrective maintenance of Division equipment and tools.				

	Physical Strength Code	ESSENTIAL FUNCTIONS - Production
1	M	Acts as the lead operator for the activities of operations, maintenance, construction, and repair of equipment and infrastructure for the water production systems and/or facilities.
2	Н	Establishes and maintains effective preventative maintenance schedules and programs in accordance with manufacturer's instructions and recognized industry standards. Ensures all facilities and infrastructures are operated and maintained in accordance with all Federal, State, County, City, and local regulations.
3	M	Provides leadership by example and oversees employee work activities at work sites by directing and monitoring the work crews and assigning work duties.
4	M	Responds to emergency and operational issues to ensure proper remedial action has been taken, solutions are implemented, and all reporting is completed.
5	L	Revises, enforces, and ensures operational and safety policies are being followed and implemented.

	Physical Strength Code	ESSENTIAL FUNCTIONS - Production				
6	M	Performs administrative duties such as writing investigative accident and injury reports; controlling inventory; conducting research; reading blueprints; red lining/modifying quarter section maps; revises and ensures departmental policies, procedures, and programs are followed; investigating and resolving customer complaints; and budget preparation.				
7	L	Provides input to management for employee performance including hiring, appraisals, coaching, training, and disciplinary action. Coordinates staff meetings for operations, safety, professional development, and technical training.				
8	M	Updates management on daily operations, important developments, short and long range goals, and work activities.				
9	L	Procures items and services as necessary within the division or department following established Procurement Regulations.				
10	M	Maintains and provides a schedule for vacations, stand by, weekly activities, weekend/holiday coverage, and emergency call out for additional manpower.				
11	Н	Assumes the responsibilities of the Division Supervisor during his absence.				
12	M	Develops, maintains, and reviews plant/field operational records, SCADA, operator logs, gauges, and meters; and validates information and creates proper reports for management.				
13	M	Performs water quality testing to ensure safe drinking water that meets Federal, State, County, and local compliance regulations.				
14	M	Collects data on water production and consumption; records and provides weekly/annual reports to City of Goodyear Environmental Services and Arizona Department of Water Resources (ADWR).				
15	M	Inspects the construction of new infrastructure, including QAQC of SCADA systems, wells, treatment and pumping facilities.				

	Physical Strength Code	ESSENTIAL FUNCTIONS - Reclamation
1	M	Acts as the lead operator for the activities of operations, maintenance, construction, and repair of equipment and infrastructure for the water reclamation systems and/or facilities. Leads, coordinates, mentors, and schedules all maintenance functions for Water Reclamation Maintenance division.
2	Н	Establishes and maintains effective preventative maintenance schedules and programs in accordance with manufacturer's instructions and recognized industry standards. Ensures all facilities and infrastructures are operated and maintained in accordance with all Federal, State, County, City, and local regulations.
3	M	Provides leadership by example and oversees employee work activities at work sites by directing and monitoring the work crews and assigning work duties.
4	M	Responds to emergency and operational issues to ensure proper remedial action has been taken, solutions are implemented, and all reporting is completed.
5	L	Develops, implements, revises, and ensures operational and safety policies are being followed and implemented.

	Physical Strength Code	ESSENTIAL FUNCTIONS - Reclamation				
6	M	Performs administrative duties such as writing investigative accident and injury reports; controlling inventory; conducting research; reading blueprints; red lining/modifying construction drawings; developing and implementing departmental policies, procedures, and programs; investigating and resolving customer complaints; and budget planning, oversight, preparation, and recommendations. Review invoices for accuracy and bill payment processing.				
7	L	Provides input to management for employee performance including hiring, writing appraisals, coaching, training, and disciplinary action. Coordinates staff meetings for operations, safety, professional development, and technical training.				
8	M	Updates management on daily operations, important developments, short and long range goals, and work activities.				
9	L	Procures items and services as necessary within the division or department following established Procurement Regulations.				
10	M	Maintains and provides a schedule for vacations, stand by, weekly activities, weekend/holiday coverage, and emergency call out for additional manpower.				
11	Н	Assumes the responsibilities of the Division Supervisor as assigned during his absence. On occasions, assist in overseeing the operations of the Water Reclamation section in the absence of their assigned Supervisor and Senior Utility Technicians.				
12	M	Checks and reviews plant/field operational records, operator logs, SCADA, gauges, meters; validates information; and creates proper reports for management.				
13	M	Manages projects regarding facility or infrastructure upgrades, necessary equipment repairs, and other areas delegated by the Division Supervisor.				

	Physica Strengt Code			
1	M	Acts as the lead operator for the activities of operations, maintenance, construction, and repair of equipment and infrastructure for the wastewater collection systems and/or facilities.		
2	Н	Establishes and maintains effective preventative maintenance schedules and programs in accordance with manufacturer's instructions and recognized industry standards. Ensures all facilities and infrastructures are operated and maintained in accordance with all Federal, State, County, City, and local regulations.		
3	M	Provides leadership by example and oversee employees work activities at work sites by directing and monitoring the work crews and assigning work duties.		
4	M	Responds to emergency and operational issues to ensure proper remedial action has been taken, solutions are implemented, and all reporting is completed.		
5	L	Develops, implements, revises, and ensures operational and safety policies are being followed and implemented.		
6	M	Performs administrative duties such as writing investigative accident and injury reports; controlling inventory; conducting research; reading blueprints; red lining/modifying quarter section maps; developing and implementing departmental policies, procedures, and programs; investigating and resolving customer complaints; and budget preparation.		

	Physica Strengt			
	Code	ESSENTIAL FUNCTIONS – Wastewater Collections		
7	L	Provides input to management for employee performance including hiring, appraisals, coaching, training and disciplinary action. Coordinates staff meetings for operations, safety, professional development, and technical training.		
8	M	Updates management on daily operations, important developments, short and long range goals, and work activities.		
9	L	Procures items and services as necessary within the division or department ollowing established Procurement Regulations.		
10	M	Maintains and provides a schedule for vacations, stand by, weekly activities, weekend/holiday coverage, and emergency call out for additional manpower.		
11	Н	Assumes the responsibilities of the Division Supervisor as assigned during his absence.		
12	M	Checks and reviews plant/field operational records, operator logs, SCADA, gauges, meters; validates information; and creates proper reports for management.		
13	M	Schedules and coordinates preventative and corrective maintenance on the entire Collections infrastructure including sewer mains, force mains, vector control, manholes, clean outs, and lift stations located in the City's service area.		
14	M	Schedules and coordinates the use of contractors for Closed Circuit Television (CCTV), inspections of all sewer lines, and cleaning of sewer lines 18 inches and larger.		

JOB REQUIREMENTS:

	JOB REQUIREMENTS				
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.				
Experience	Minimum three years experience in a related field.				
Certifications and Other Requirements	Valid Commercial Driver's License, ADEQ Grade III License in specific area of concentration, i.e, Wastewater Treatment, Water Distribution, Collections, or Water Treatment, and the ability to meet Self-Contained Breathing Apparatus (SCBA) physical examination requirements established by the City designated physician and successfully complete departmental SCBA training/certification requirements.				
Reading	Work requires the ability to read written instructions, manuals, letters, and machine equipment readings, measurements, or gauges.				
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.				
Writing	Work requires the ability to write letters, memos, and reports.				
Managerial	Complex - Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.				
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized.				
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.				
Interpersonal / Human	Moderate - Interactions may involve support of controversial positions or				
Relations Skills	the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.				

Physical Demands

Frequency Code Scale

N = Never $R = Rarely$		O = Occasionally	F = Frequently	C = Constantly
Never occurs Less than 1 hour/week		Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	□ Making presentations □ Observing work site □ Observing work duties □ Communicating with □ co-workers	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	 ☒ File drawers ☒ Equipment ☐ Tables and chairs ☒ Hoses
Fine Dexterity	□ N □ R □ O □ F ☑ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☑ Calibrating equipment	Climbing	□ N □ R ⊠ O □ F □ C	⊠ Stairs □ Ladders □ Step stools ☑ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N □ R □ O ⋈ F □ C	☑ Driving☑ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N □ R □ O ⊠ F □ C	☑ On ladders☑ On equipment☐ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R ⋈ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork☐ Monies	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via telephone/radio, to co-workers/public ☑ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⋈ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment ☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other	-	(Explain)	1	, -	,

Physical Demands (continue	d)							
Machines, Tools, Equipment	and Work	Aids:						
Meters, hand tools, vehicles, generators,			oster and well 1	oumps, chlor	ination	equipment, ch	emical	feed
equipment, portable valve exerciser, gas								
Trailer, torches, tampers.		T, T	, ,	,		.,	,	,
Transi, torones, tampers.								
Computer Equipment and S								
Scada, Microsoft Office, Lotus Notes, A	llen-Bradley co	ntrol software,	Naviline, GYN	Iaps, Dickson	n Ware	, laptop, perso	nal cor	nputer, PLC,
HMI.								
Environmental Factors:								
Environmental Conditio	ns	Never	Seasonally	Several T	imes	Several Ti	mes	Daily
				Per Mo		Per Wee	ek	J
Extreme temperature		_						_
(heat, cold, extreme temp. changes from	om outside		×					
work) Wetness and/or humidity								
(bodily discomfort from moisture)			\boxtimes					
Respiratory hazards				×		П		П
(fumes, gases, chemicals, dust and di	rt)	Ш						
Noise and vibration				×				
(sufficient to cause hearing loss)		_	_			-		
Physical hazards (high voltage, dangerous machinery,	aggressive			\boxtimes				
prisoners, patients – <u>not customers</u>)	aggressive		_			_		
Health and Safety Condition			•					
Health and Safety Conditions	N = Never	R = Rarel	v 0 = 0c	casionally	F-	Frequently	C -	Constantly
Treatm and Sarety Conditions	Never	Less than		more of				or more of
	occurs	hour per we		e time		the time		he time
Mechanical hazards		<u> </u>				\boxtimes		
Chemical hazards				X				
Electrical hazards				×				
Fire hazards		X						
Explosives		×						
Communicable diseases		X						
Physical danger or abuse				×				
Other (specify)								
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☒ Outdoors ☐ Other (Specify)	d Centers							
Protective Equipment Requi		est, ear plugs, i	face shield, che	mical apron,	dust m	ask, SCBA		
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Job Demands

Overall Strength Demands:

Overall Strength Demands				
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
⊠ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations		×		
Frequent Change of Tasks		×		
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously		×		
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work		×		
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

have reviewed this job analysis and is emands of this job.	its attachments and find it to be an accu	rate description of
	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
omments:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.